



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Associate University Secretary <i>Administration</i>
Position Status:	Permanent, Full-Time Non-Union
Department:	Office of the Secretariat
Supervision Received:	University Secretary
Supervision Exercised:	Governance Lead
Location:	Sault Ste. Marie or Greater Toronto Area (GTA), ON

PRIMARY FUNCTIONS:

A.	Governance and Policy	70%
B.	Communications and Advising	25%
C.	Other	5%
TOTAL		100%

The Office of the Secretariat:

The Secretariat serves as the corporate secretariat and office for the Board of Governors and Senate. The Secretariat carries the responsibility for oversight and facilitation of the activities of the Board of Governors, Senate, and their various committees, to ensure the effective and efficient operation of the university's bicameral system of governance. Under the leadership of the University Secretary, the Secretariat is responsible to the entire University community for the provision of timely, accurate, and objective advice, information, interpretation, and application of policy and legislation as it relates to access to information and privacy, the Algoma University Act, and University governance. The Secretariat embodies a welcoming, inclusive, and safe space for all members of the University community with the goal of



creating the conditions for the emergence and strengthening of good governance. Secretariat members will have the opportunity to make a significant impact, work in an innovative, collaborative, and supportive setting, and be at the forefront of shaping the university's governance processes. The Secretariat has a strong commitment to, and understanding of, Algoma University's Special Mission, commitments to Truth and Reconciliation, the Seven Grandfather Teachings, and Justice, Equity, Diversity, and Inclusion, all of which guide the work of the Office of the Secretariat.

The Role:

Reporting to the University Secretary, the Associate University Secretary (AUS) is the associate corporate secretary to the Board of Governors, and is the corporate secretary for the University Senate (dedicated to directing and administering the business of the Senate). The AUS has the delegated authority to act in the University Secretary's absence as the University Secretary's deputy, and generally supports the governance function at the university, including the provision of advice and guidance to all constituencies of the university as a demonstrably neutral and objective resource.

The Associate University Secretary plays a critical role in supporting effective governance at the university, providing high-level support to the University Secretary. The AUS provides dotted-line oversight to the Governance Coordinator and Secretariat Officer roles, as directed by the University Secretary. The AUS will have a strong understanding of governance principles and practices, excellent organizational and administrative skills, and the ability to work collaboratively with diverse partners.

The Associate University Secretary is the senior advisor to the University Secretary and directly supports and guides the governance and deliberative processes of the University by providing timely information and advice on policies, precedents, procedures, and protocol for the Senate, and has overall responsibility for all Senate and its standing committees. This requires a thorough knowledge of developments in areas related to a committee's mandate, briefing committee chairs, and coordinating the preparation for and follow-up to meetings (including agendas and supporting material, and the legal written record of the meetings). The AUS also liaises between governing bodies for which they are responsible, and those constituencies affected by the work of a particular committee, which often entails reviewing and advising chairs and members of senior administration on draft policies and procedures, and on the appropriate procedures and processes to follow in submitting material for approval. The AUS is expected to undertake research on various issues, as required, assemble background material related to a committee's work from a variety of sources, and oversee special departmental projects as assigned. The AUS vets and directs proposals from end-to-end in the governance process, ensuring seamless and effective decision-making. The AUS reviews, develops, and interprets university policy; supports the Board and Senate's nomination and election process; and advises senior management, faculty administrators, and staff on governance, policy, and procedural matters as needed.

The Associate University Secretary may also carry responsibilities for policy oversight and for



governance services in support of select Board committees, so as to acquire and retain sufficient knowledge of the full range of Secretariat operations to allow service in a back-up capacity to the University Secretary. Often there are significant overlapping issues/matters arising and there are peak times when the AUS acts as, or on behalf of, the University Secretary.

The Associate University Secretary will bring and obtain specialized knowledge related to the mandate of the Senate and its committees, and the political context in which they operate; as well as depth and clarity of thought and the ability to think strategically, and the ability to provide leadership within the Secretariat and more broadly within the University. The role provides advice to the University Secretary, President, and senior administration, and requires the ability to forge productive relationships at all levels of the University, to inspire confidence and gain respect generally among constituencies served, to negotiate and influence change, and to apply knowledge of people and practices to improve established processes. Utmost levels of tact and diplomacy are required in order to provide advice and deal with sensitive issues that arise from time to time.

This role contributes to the Secretariat's day-to-day operations and maximizes resources to achieve a solid governance framework. The incumbent ensures that the Secretariat provides a high-quality service to the leadership of the Board, the Senate, and the University in all matters within the unit's purview.

The University Secretariat values cross-training and professional development. The incumbent will be expected to pursue professional development opportunities in their areas of responsibility, including Indigenization, equity, diversity, and inclusion. As is the case with all members of the University Secretariat team, the incumbent maintains the highest levels of professionalism reflecting the highly confidential nature of many aspects of the work of the Secretariat, and the high level of accuracy demanded in relation to policy administration and operation of the governance bodies of the University.

RESPONSIBILITIES:

A. Governance and Policy (70%)

- Act as the primary Secretary of Senate, and Associate Secretary of the Board of Governors, to support the continuous improvement of governance, including processes, within the University.
- Provide logistical and organizational support for meetings of the Board of Governors and Senate, their committees, and related task or working groups.
- Act as committee secretary for committees and/or working groups, as assigned.
- Schedule meetings, coordinate logistics, and provide support to members of the governance bodies.
- Coordinate the preparation of, and follow-up to, meetings, including agendas and supporting material, reports to senior governance bodies, and the written record of the



meetings.

- Work with the University Secretary, leadership from the Board and Senate, and the Governance Coordinator to develop annual Board, Senate, and Committee work plans complementary to University planning and work cycles.
- Support the development of policies, procedures, and bylaws, ensuring consistency with legal and regulatory requirements.
- Conduct research, and provide analysis and guidance on governance issues to support effective decision-making.
- Provide orientation, training, and support to members of the governance bodies to ensure that they understand their roles and responsibilities and can effectively contribute to the university's governance processes.
- Maintain accurate and up-to-date records of the university's governance processes, including minutes, reports, and other relevant documents in keeping with best practices and regulatory requirements.
- Assist in the maintenance of the Secretariat website.
- Provide logistical and organizational support for Board and Senate membership and appointment processes, including Chancellor Search, Board Recruitment, and Board and Senate elections and committee membership processes.
- Participate in professional organizations and conferences related to university governance.
- Contribute to the recruitment, training, professional development, and ongoing evaluation of vacant positions within the Secretariat and direct the duties of support positions within the Secretariat, as assigned by the University Secretary.
- Act as the University Secretary's deputy in the absence of the University Secretary.

B. Communication and Advising (25%)

- Support effective communication between the university's governance bodies, the university administration, and other key partners of the university.
- Prepare post-meeting newsletters summarizing the activities and decisions of the Board of Governors and Senate for Algoma University community members.
- Proactively monitor communications, publications, and operational activities to ensure the University's policies, approved by Senate and/or Board, are being upheld and take initiative as appropriate to investigate and/or resolve anomalies.
- Inform the University Secretary and/or other members of the Senior Administration, as appropriate, of emerging contentious issues, and provide advice on how these issues should be managed.
- Act as a member of various review, advisory, and/or selection committees, as assigned from time to time.
- Provide advice and guidance to members of the University community (including academic and administrative leadership, faculty, student leaders, and staff) on routine and non-routine policy and process issues that may be contentious or sensitive.
- Lead the research on issues of concern to the Secretariat, developing background materials and advisory documents for use by Senators, Governors, and members of the Senior Administration on matters pertaining to the mandate of the Secretariat.



- Research, assemble, and present analysis relative to quantitative and qualitative information necessary for the informed consideration of governance and policy issues. Examine policies, protocols, and practices of other universities as part of the background research for major policy or procedural changes for Algoma University. Prepare related reports and briefs for use by governance bodies and/or senior administration. Draft reports for consideration and/or further development by governance committees.
- Review and edit reports prepared by others, ensuring that the Secretariat's standards of accuracy, completeness, and overall quality are satisfied prior to forwarding for information or consideration of governance bodies.
- Establish effective working relationships with relevant governance body/committee chairs and related senior administrators, including keeping governance body/committee chairs apprised of developments associated with the progress of governance work, to ensure an appropriately consultative approach is taken in the timely and efficient operation of governance bodies, including strategic annual agenda plans, advance preparatory work for key requirements and/or initiatives coming forward for decision or information by governance committees and provision of advice on procedural, logistical or substantive matters to come before Senators and/or Governors.
- Advise chairs of governance committees on agenda plans, policies, and procedures based on historical precedent and knowledge of other universities' practices. Prepare position papers, background briefs, and/or other materials needed to support the work of Senate and other governance bodies/committees.
- Prepare orientation materials and related reference documents for Senators and Governors, as necessary. Supply similar and other reference materials for the Secretariat website and/or governance portal, and ensure orientation and related reference materials are accurate, complete, and kept up-to-date.
- Ensure orderly succession of members on Senate committees, recommend membership of Senate committees, selection and review committees, and special/ad hoc task forces, and ensure all are in accordance with related Senate policy and procedures.
- Advise the University Secretary and/or Marketing & Communications staff on the preparation of public communications and/or approach to media inquiries emerging from Senate decisions and actions.

C. Other Duties (5%)

- Execute projects and perform other tasks as assigned by the University Secretary.
- Assist in the planning, coordination, and execution of governance-related events.
- Other duties as assigned.

MINIMUM QUALIFICATIONS



- Undergraduate degree from an accredited post-secondary institution in a related field, a minimum of five (5) years of relevant work experience, and a minimum of three (3) years of experience supervising staff, or an equivalent combination of education and experience, is required.
- Master's or other advanced certification in Public Administration, Public Policy, or a related field is considered an asset.
- A Governance in Practice Program designation (GPC.D), Chartered Director (C.Dir), or related governance designation, or willingness to obtain, is considered an asset.
- Experience in a university or broader public sector organization is considered an asset.
- Experience in the fields of equity, diversity and inclusion, human rights, and/or anti-racism is considered an asset.
- Comprehensive understanding of the administrative, academic, and governance structures of a university, as well as university regulations and policies.
- Experience working with data systems, privacy, archives, records & information security.
- Knowledge of, and ability to advise on and apply, best practices for good governance.
- Experience and skill in interpreting legislation, by-laws, and policy.
- Strong organizational and administrative skills, with the ability to manage multiple projects, tasks, and deadlines simultaneously, and initiate and implement change while managing multiple projects.
- Strong ability to draft policy, high-level meeting minutes, briefing notes, and other documents.
- Strong verbal communication skills, including expertise in dealing with situations and sensitive issues that reflect on corporate image, and excellent demonstrated ability to write clearly, and succinctly.
- Excellent interpersonal skills, with the ability to work collaboratively with people of diverse backgrounds, styles, and abilities.
- Effectiveness in maintaining rules of order and other procedures in highly charged environments.
- Strong research and analytical skills, with the ability to synthesize complex information and provide clear and concise recommendations.
- Highly skilled in the use of technology (e.g. office productivity suites, virtual meeting technologies, board management portals, etc.).
- Demonstrated ability to both work independently and participate collaboratively in a team environment.
- Willingness and ability to work irregular hours, as required.
- Willingness and ability to travel between campuses.

Salary Scale: \$101,822 to \$127,278 annually



**Please submit a resume and cover letter (combined PDF) to people.culture@algonau.ca
no later than 4:00 p.m. on October 16, 2023.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.